



February 20, 2019

To: Adult Education Consortium Directors and Members

From: The California Adult Education Program Office

Subject: Preliminary Allocation for 19-20 and CFAD Processing

This memorandum is to advise local recipients of adult education funds that the [19-20 preliminary allocations](#) have been posted. Next week, the preliminary allocations will be posted in NOVA. Over the next two months, consortium members will schedule public meetings (see [Education Code 84905](#), and [Brown Act Letter](#)) to discuss how funds will be allocated to each member for the 19-20 state fiscal year. This discussion will be formalized through the Consortium Fund Administration Declaration (CFAD) process in NOVA. Each consortium and its members must certify their CFAD in NOVA by **May 2, 2019**. This will be no extensions granted as the CFAD information has to be processed for the Board of Governors approval. The California Adult Education Program (CAEP) Office will work with the Technical Assistance Program (TAP) to provide webinars and technical assistance for members and consortia in the upcoming months.

Legislative Changes

Last year, the legislature increased the CAEP base funding with a COLA during the May Revise (usually the second week of May). In the event that the legislature increases the COLA amount in the preliminary allocation schedule to a higher amount at the May Revise, NOVA will allow for CFAD revisions to take place. The CAEP Office will release guidance, training, and new deadlines if this occurs.

CFAD Restrictions

Keep in mind that Education Code 84914 (see below) guides the allocation process for all members. The CFAD is a one-time process completed at the same time each year. If during the state fiscal year, a member (with consortium agreement) amends and reallocate funds to other member, this has no bearing on the CFAD allocations. The member will still receive the same amount as in the prior year, or if an increase (or decrease), the same proportional share (unless that member voluntarily agrees to a decrease in funding).

EC 84914. (a) As a condition of receipt of an apportionment from the program, a consortium shall approve a distribution schedule that includes both of the following:

- (1) The amount of funds to be distributed to each member of the consortium for that fiscal year.
- (2) A narrative justifying how the planned allocations are consistent with the adult education plan.



(b) (1) For any fiscal year for which the chancellor and the Superintendent allocate an amount of funds to the consortium greater than the amount allocated in the prior fiscal year, the amount of funds to be distributed to a member of that consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:

(A) The member no longer wishes to provide services consistent with the adult education plan.

(B) The member cannot provide services that address the needs identified in the adult education plan.

(C) The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.

Technical Assistance Contact Information

For questions related to the CAEP or fiscal information and/or technical assistance on professional development topics, please contact the AEP Technical Assistance Project (TAP) by phone at 1- 888-827-2324 or by e-mail at tap@aebg.org.

Sincerely,

Neil Kelly
State CAEP Office

